



## WORLD-CLASS EDUCATION

### Chartered Bus Procedure

1. Submit a Field Trip Approval form, signed by the department chair, to University Purchasing. We do not accept faxed copies.
2. Fill out the Bus Trip Roster, listing the names of all students traveling on the bus, and submit it to University Purchasing before the departure date.
3. University Purchasing obtains a price quote from at least two or three suppliers. Enter an online requisition for the bus trip after your department receives the price quote from Purchasing. The online purchasing system will verify fund availability. Once the requisition is approved and a purchase order is issued, the purchase order is confirmed with the supplier to reserve the chartered bus.
4. Certain bus companies can only provide 55, 57, or 58 passenger buses.
5. A CANCELLATION fee will be assessed when a chartered bus is canceled by the requesting department.
6. University Purchasing maintains a log book for all trips.

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### University Purchasing